

**SAMPLE**  
**DECISION NOTICE OF SUSPENSION OF 14 DAYS OR LESS**

**[NOTE: All Footnotes and Brackets below contain supervisory instructions and should not be included in the final letter. All letters affecting or proposing disciplinary action should be reviewed by an Employee Relations Specialist prior to issuance. See instructions in Chapter 2 regarding supervisory-maintained personnel records.]**

To: Employee Name, Title

From: Deciding Official (higher level than proposing official)

Subject: Decision in Notice of Proposed Suspension for \_\_\_\_ Days

In a letter dated March 20, 20\_\_ it was proposed that you be suspended from duty and pay for a period of \_\_\_\_\_ calendar days for your failure to follow your supervisor's instructions and for your unauthorized absence (AWOL) based on the reasons and specifications therein.

I have carefully considered **[include as applicable, replies and their dates, including any medical documentation provided, for example]** your written reply of April 15, 20\_\_, your oral reply on April 23, 20\_\_, and the evidence in support of each. My decision regarding the reasons stated in the letter of March 20, 20\_\_, is as follows:

REASON 1	Sustained
Specification 1	Sustained
Specification 2	Sustained
Specification 3	Sustained
Specification 4	Not sustained
REASON 2	Sustained
Specification 1	Sustained
Specification 2	Sustained

**[NOTE: If all reasons and specifications are sustained, a statement to that effect will suffice.]**

**[The deciding official should demonstrate that relevant factors have been considered in arriving at the decision. This can be done by means of a statement to that effect, such as:]** In determining what penalty is adequate and appropriate in this case, I have considered all relevant factors, including those listed in 227 FW2 Appendix 1, Part B, and those raised by you (and your representative) in your replies.] **[The deciding official should discuss specific factors brought forth by the employee and representative, indicating that they were taken into consideration but that an action is necessary because, for example:]** In your response to Specification 1, I considered your statement that your phone was out of order, and you were unable to call to request leave; however, there is no indication in your response that you were prevented from using a neighbor's phone or a pay phone. The Service must be able to rely on employees reporting to work as scheduled.

*November 2001*

[In all cases where aggravating circumstances, such as a prior discipline, were mentioned in the proposal letter, they should also be referenced here, for example:] I have also taken into consideration the fact that you received a letter of reprimand on November 16, 20\_\_, for failure to follow instructions. [Aggravating factors not mentioned in the proposal letter should not be considered or discussed. Any nexus statement, i.e., for off-duty misconduct, should also be referenced.] I have also considered that you are a work leader and relied upon to model appropriate behavior for other employees.

Your misconduct resulted in 2 work projects not being completed in time. It is my decision that your misconduct warrants disciplinary action. In order to promote the efficiency of the Service, you will be suspended from duty or pay for a period of \_\_\_\_ calendar days commencing on April 25, 20\_\_. You will return to duty at 8:00 a.m. on \_\_\_\_\_. You are advised that any repetition of this misconduct or other misconduct may result in more severe disciplinary action, up to and including removal.

You may file a formal grievance concerning this action in accordance with the procedures cited in 227 FW3. The grievance should be filed with the Regional Personnel Officer, U.S. Fish & Wildlife Service, 911 NE 11<sup>th</sup> Ave., Portland, OR 97232-4181. To be considered, the grievance shall (1) be in writing, (2) set forth specifically the reasons for your grievance, (3) state the specific corrective action desired, and (4) be submitted within fifteen (15) calendar days of your receipt of this letter.

An allegation that the action taken against you was based in whole or in part on discrimination because of race, color, religion, sex, age, national origin, physical or mental handicap, sexual orientation, status as a parent or protected genetic information may be taken up with the Service under the provisions of Part 1614 of the Equal Employment Opportunity Commission Regulations provided such allegation is brought to the attention of an EEO Counselor within forty-five (45) calendar days of the effective date of this action. Information about the Equal Employment Opportunity (EEO) complaint procedure may be obtained from your EEO Counselor.

The Standard Form 50 effecting your suspension will be forwarded to you when available.

*November 2001*

Please sign below to acknowledge receipt. Your signature does not represent agreement or disagreement with the contents, and by signing you will not forfeit any of your rights. However, your failure to sign will not void the contents of this letter.

Sincerely,

Mr. Soupy R. Visor

[NOTE: On a copy of the letter type the following for the employee to sign:]

“I acknowledge receiving this document.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*November 2001*